17

4 September 1964

CONTENT CONTROL TASK TEAM

TERMS OF REFERENCE

I. Objective

To develop a scheme for identifying the substantive content of intelligence items at or near the time of their publication and to determine the feasibility of its application throughout the Intelligence Community. This scheme should be designed primarily to facilitate the dissemination of intelligence items.

II. Parameters

The scheme should:

1. encompass all subject areas germaine to U.S. Intelligence.

2. be applied to material of all sources and classifications.

3. be applicable to the bulk quantity of intelligence items.

4. be relatively shallow.

5. require little index training.

7. 6. be practicable to maintain.

6 7. be adaptable to machine processing.

8. *make provision for maintenance and control.*

III. Tasks

A. Identify the major publishers of intelligence items and the primary distribution points through which these items flow. (Ref. Stage I Report of SCIPS, especially chart 39196, Tab B, "Community Processing Systems Configuration.")

25X1

B. Review existing subject codes with special emphasis on those used by analysts to express their intelligence interests.

C. Develop a tentative scheme to ~~satisfy the objective.~~ *facilitate the dissemination of intelligence items,*

D. Solicit comments on tentative scheme from persons responsible for publication and distribution of intelligence items.

E. Recommend procedures for implementing and monitoring the suggested scheme or give valid reasons why such a ~~scheme~~ *implementation* is not feasible.

F. Estimate the amount and type of training required.

G. Estimate effectiveness, efficiency and economy.

H. Report to CODIB. First progress report due 3 months after adoption of Terms of Reference.

IV. Membership

The Task Group shall be composed of one member each from CIA, DIA, NSA and Department of State. Additional representatives from the Services and subordinate units of the above-mentioned organizations will be welcome at all but the executive sessions and will be encouraged to participate in the general discussions. It is preferable that Task Team members be cleared for special intelligence. Other representatives should have at least a Secret clearance.